

State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 2, 2010

Martin Peterson, CFO
Greater Santa Ana Business Alliance
2020 North Broadway, 2nd Floor
Santa Ana, CA 92706

Dear Mr. Peterson:

RE: FINAL MONITORING VISIT REPORT for Greater Santa Ana Business Alliance (GSABA) – ET10-0222

Date of the Visit:	7/30/10
Beginning/Ending Time:	N/A
Date of Last Visit:	3/10/10
Visit Location:	Via Teleconference
Persons in attendance:	Marty Peterson, CFO, GSABA; A.K. Thakore, President, Saisoft, Inc. (Training and Administrative Subcontractor); and Krista Campion, Contract Analyst, Employment Training Panel
Action Required:	No

-

-

-

CONTRACT INFORMATION

Term of Agreement:	9/28/09 – 9/27/11	Agreement Amount:	\$376,047
Training Start Date:	9/28/09	No. to Retain:	171
Date Training must be Completed:	6/27/11	Range of Hours:	24 – 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	Job 1 – 80 Job 3 – 71 Job 4 – 73

-

-

FINAL REPORT SUMMARY

- HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 11/10/09. Training commenced on this project on 9/28/09 and Mr. Thakore confirmed that the last day of ETP training was 3/08/10, which allows for the 90-day retention period to be completed within the term ending date of the Agreement of 9/27/11.

ETP approved one Modification to the Agreement during the term of this project which deleted Job Number 2; redistributed funds/trainees from Job Numbers 2 & 4 to Job Numbers 1 & 3; decreased the total number of trainees by 12, and decreased the Agreement amount by \$357, to \$376,047.

- INTERVIEW WITH MARTY PETERSON, VICE PRESIDENT, OF GREATER SANTA ANA BUSINESS ALLIANCE (signatory); and A.K. THAKORE, PRESIDENT OF SAISOFT (TRAINING VENDOR)

This Multiple Employer Contract (MEC) training project was designed to provide retraining for approximately 171 retrainees in Computer Skills – Advanced Technology for a variety of industries. The participating employers in this Agreement were located statewide because this training was provided on-line via virtual classroom.

Mr. Peterson and Mr. Thakore reported that this training project served approximately 160 employers in California, of whom over 60% were small businesses. Mr. Thakore reported that this training project was driven by new advances in software critical for many companies as they faced the changes in software technology for their IT (Information Technology) staff. He stated that many companies are unable to provide critical IT training and therefore, were grateful for the opportunity to update the IT skills of their staff. Mr. Thakore reported that the most requested training from employers was VMware Infrastructure Administration, MS Windows Server 2008, and MS Exchange Server Administration.

Participating employers came primarily from manufacturing industries, computer software developers and IT services companies. Mr. Thakore reported that by upgrading the job skills of IT staff this training helped businesses reposition to the cutting edge of technology to become more competitive and run more efficiently. GSABA projects to earn 100% of the Agreement amount when the final closeout invoice is approved by ETP (see discussion below for the details on projected earnings).

You also reported that Greater Santa Ana Business Alliance is currently in the process of changing its name back to Santa Ana Chamber of Commerce, effective in 30 – 60 days. You agreed to inform ETP of the name change, when official, by submitting an Agreement Revision request via the ETP on-line forms system.

PROJECT STATUS PROVIDED BY THE CONTRACTOR

Trainees Started Training:	292	Completed Training:	257
Trainees Enrolled:	292	Completed Retention:	257
Dropped Following Enrollment:	*2	In Retention Period:	0
No. Completed Minimum Reimbursable Hours:	257		

**There are additional drops to be submitted on this project prior to the submission of*

invoice.

PROJECTED EARNINGS / NUMBER TO RETAIN

Mr. Thakore confirmed that more than 257 retrainees have completed the minimum number of hours to qualify for reimbursement, which is consistent with the information in the ETP class/lab tracking system. The per trainee reimbursement for Advanced Technology (AT) training is based on the total actual number of training hours completed for each trainee, provided the minimum (24) and no more than the maximum (200) class/lab training hours are completed, and all other Agreement terms and conditions are met.

The 257 retrainees referenced above have completed from 24 to 200 hours of AT training, for a grand total of 13,732 hours of training, which equates to more than 100% of the Agreement amount.

The following are the performance statistics shown in the ETP class/lab tracking system as of the date of this report:

Job Number - #Specified To Retain	Number of Retrainees In Tracking System	Range of Training Hours Completed	Projected Number to be Retained
Job 1 - 155 (Priority Retrainee)	238	24 – 200	238
Job 2 (Deleted)			
Job 3 - 15 (SET - Priority Retrainee)	17	24 – 200	17
Job 4 - 1 (SET – Non-Priority Retrainee)	2	40 - 76	2
TOTALS	257	24 - 200	257

-

Be advised that GSABA has documented in excess of \$381,000 in training hours in the ETP class/lab tracking system and may have exceeded the maximum funding allowed per Job Number as specified in the Agreement. The actual amount of reimbursement per Job Number will be determined following the ETP Fiscal review process, when the final support costs are calculated. The total maximum available funding in this project is \$376,047.

-

CLOSEOUT INVOICE

-

To date, GSABA has been reimbursed by ETP a total of \$13,392 in *unearned* progress payments and 255 final payments are currently in review. Mr. Thakore projects to submit the final closeout invoice within the next 30 days.

-

-

MULTIPLE-EMPLOYER CONTRACTS (RETRAINEES)

CERTIFICATION STATEMENTS (CS) – On 10/11/09, ETP approved GSABA’s request to maintain all CSs (100Es and 100Fs) electronically, rather than in hard copy. Prior to this final visit, the Analyst randomly chose four participating employers and requested that GSABA print-out the CS for each employer. The CS's were reviewed for completeness and found to contain the information and signatures required by ETP.

ATTENDANCE ROSTERS

Attendance Rosters reviewed:	6 Trainees’ records covering 11/30/09 – 3/08/10	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

AUDIT

You are advised that Greater Santa Ana Business Alliance will be notified in writing if this Agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

SPECIAL EMPLOYMENT TRAINING (SET)

You are advised that all Job Number 3 and 4 retrainees are under SET, which defines trainees as “frontline workers” within the meaning of Title 22, CCR, Section 4400(ee).

If you have any questions or comments regarding the information in this letter, please contact Ms. Campion at 619-686-1917, or at kcampion@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,

Diana Torres, Manager
San Diego Regional Office

Krista Campion, Contract Analyst
San Diego Regional Office

cc: A.K. Thakore, President, Saisoft, Inc.
Kulbir Mayall, ETP Fiscal Manager
Master File
Project File
Final Report File